



City of Minneapolis

CAREER OPPORTUNITIES BULLETIN

WEEK of August 4, 2014

Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.

We are currently accepting applications for the following positions. Apply online at www.minneapolismn.gov/jobs. Further information can be obtained at the Human Resources Department, 250 South 4th Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday, 8:00 AM – 4:30 pm. Telephone (612)673-2282 TTY (612)673-2157

OPEN POSITIONS

Contract Administrator – Exam 21524/Annual Salary \$65,001 - \$83,371

The Contract Administrator is responsible for the development of contracts and Request for Proposals, coordinating the management and administration of contracts and establishing procedures for review and monitoring of contracts. The position will be working in Community Planning and Economic Development. **Qualifications** Education: Bachelor's Degree in Management, Finance, Business Administration, Public Administration or equivalent. Experience: Four years of contract management experience that has included a minimum of two years in a supervisory capacity. **Applications accepted through August 15, 2014.**

ERP Data Warehouse Analyst – Exam #21309 / Annual Salary \$64,386 - \$88,616

There is currently one (1) exempt, full-time vacancy to be filled in the Application Support – ERP Division of the Information Technology Department. **Primary Responsibilities:** Function as a lead application support analyst, supporting the City's existing and current Enterprise Resource Planning data warehouse. This entails having strong knowledge of Human Resource and Financial data, ability to monitor and troubleshoot the data warehouse ETL processes, and working with Human Resource (HR) and Financial & Property Services (FPS) departments' users to build new data relationships. Secondly, function as a lead application support analyst to provide software support for other software applications in use by FPS. **Qualifications:** **Required Education:** Bachelor's Degree in Computer Science, Software Engineering, Management Information Systems, or a closely related field. **Required Experience:** At least six (6) years of IT experience, with at least four (4) years working in application software support, four (4) years working with HR and Finance data in a business analyst/data analyst role, or involved in HR and Finance business intelligence, and two (2) years working with data warehouse ETL processes. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted until candidate pool has been established, determined by HR.**

Intelligence Analyst - Exam #21520 – Salary Hourly: \$23.09 - \$29.79

Intelligence Analysts within the Minneapolis Police Department's Strategic Information Center utilize a variety of computer systems, cameras, software, and databases to gather, analyze and disseminate information via reports and analysis to MPD units and command staff as well as other law enforcement jurisdictions. This is a non-sworn (civilian), night-shift position working the hours of 5:00 PM to 3:00 AM (ten hour shift); variable nights, including weekends and holidays. **Qualifications:** Bachelor's Degree in Law Enforcement, Crime Analysis, or equivalent. Must have a valid driver's license. Applicants are required to follow the application process outlined in the full job announcement. Resumes alone will not be accepted in place of an official application. **Applications accepted July 21, 2014 through August 8, 2014.**

Director, Facilities, Design & Construction (Senior Project Manager)- Exam 21525/Salary \$95,203 - \$103,407

The Property Services division for the City of Minneapolis is responsible for facilities operations and maintenance, facilities design and construction, strategic real estate planning, space management and furnishings, security, energy management, radio and cellular communications for the City's municipal operations. The Director, Facilities, Design & Construction position will manage the Capital Improvements Program for the Finance & Property Services Department, including budgeting, design, construction and commissioning of new facilities, the renovation of existing facilities and building systems and the improvements to interior spaces, furniture, and equipment. **Qualifications:** Bachelor's Degree in Architecture, Facilities or Construction Management or equivalent. Six years of experience performing duties closely related to those of the position. Licenses or Professional Certifications preferred, but not required. Preferred licensures include IFMA, BOMI and USGBC. **Applications accepted through August 8, 2014.**

Security Engineer – AMENDED – Exam #21451 / Annual Salary \$71,522 up to \$97,296

ALL applicants MUST submit a completed: 1) City of Minneapolis application (online or paper), applicants can apply online at www.minneapolismn.gov/jobs, 2) Resume must be submitted prior to the job closing date to Joel.Lampe@minneapolismn.gov. *Applicants failing to follow the application process may not be considered. Resumes are not being accepted in place of an official City of Minneapolis application. **POSITION INFORMATION:** There is currently one (1) exempt, full-time vacancy to be filled in the Information Security, Enterprise Applications Division of the IT Department. *Open to all candidates- internal/external applications may apply. **Primary Responsibilities:** Perform technical duties related to the City's Information Technology Security Program, including technical risk management, security strategy and infrastructure management, security evaluation and testing of IT products, and forensic investigations of IT incidents. **Qualifications:** **Required Education:** Bachelor's degree in an applied information technology discipline such as security engineering, network administration, or Windows administration or equivalent. **Required Experience:** Six (6) years of experience in working in a technical capacity in the IT department of a medium to large organization or equivalent, preferably experience in Windows administration, secure systems design and testing, computer forensic analysis. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted Monday, July 28 through Wednesday, August 6, 2014.**

Senior Public Health Researcher – Epidemiologist – Exam #21527 / Annual Salary \$56,024 up to \$77,387

The purpose of the Senior Public Health Researcher-Epidemiologist position is to develop and maintain databases, and to conduct research, quantitative data analysis and surveillance activities related to public health. Under limited supervision, initiates and leads the planning, design, and implementation of epidemiologic and research studies, including database development and management, analysis, and reporting of findings. **REQUIREMENTS:** **Education:** Master's degree in epidemiology, biostatistics, statistics, health geography, or closely related field. **Experience:** Two years of experience in public health research or surveillance, including related experience in data management and analysis and in working with community partners. **Applications accepted through Wednesday, August 6, 2014.**

CITY EMPLOYEES ONLY

Contract Compliance Officer – Exam #21528 / Hourly Salary \$24.04 up to \$33.50 This position is restricted to current City Employees.

There is currently one (1) full-time, non-exempt vacancy to be filled in the Contract Compliance Division of the Civil Rights Department. Incumbent must be able to travel to various construction job sites. **Primary Responsibilities:** Conduct and lead others in conducting desk reviews, electronic payroll reviews, on site interviews, investigations, meetings and enforcement activities to ensure contractor compliance with Chapters 139 and 423 of the Minneapolis Code of Ordinances, the Davis Bacon Act, 40 USC, HUD Section 3, 24 CFR 135 and other local and federal laws, rules and policies related to prevailing wage and equal employment opportunity within the geographic area of the City of Minneapolis. **REQUIREMENTS:** **Experience:** Two (2) years of experience performing directly related duties in the Civil Rights field, including experience with contracts, regulatory compliance, auditing/accounting, and project management. For this vacancy, experience in the Civil Rights field with specific **focus in construction** is highly desirable. **Education:** Bachelor's degree in accounting, statistics, public administration, business administration, human relations, with course work in equal opportunity and affirmative action history and legislation. A Law degree or a degree in a construction-related area is highly desirable. **Equivalency:** An equivalent combination of education, training and experience may be considered. **Applications accepted through Wednesday, August 13, 2014.**

The career possibilities are endless and personally rewarding. At the end of each day, you can reflect on the lives you have affected by working for a City department. You can take pride in having a part in making Minneapolis a great place to live and do business, while performing work that you love.

The City of Minneapolis is an Equal Opportunity Employer